

~~CONFIDENTIAL~~~~SECRET~~SUMMARY OF PROCEEDINGS

DD/T TRAINING LIAISON OFFICERS MEETING

21 August 1956

ATTENDANCE:1. Five Percent Training Policy

A large number of queries have arisen among the DDI/TLO's concerning the implementation of the five percent training policy in the Agency.

[] FPS/OTR, said that the objective of CIA [] which puts the five percent training policy into effect, is to improve the knowledge, skills and capabilities of Agency personnel. If the training taken by an individual has this as its objective, it should be credited toward the 5% goal.

The Office of Training was requested to supply the Training Officers with a list of the creditable training hours, particularly for area and language courses, in the OTR Bulletin. [] said this additional information could be provided. The question arose concerning correspondence courses given by the National Radio Institute and the Capitol Radio Engineering Institute and whether or not OTR will give the student the credit allowance or whether the individual DD/I component concerned will determine the amount of credit. [] promised to check into this matter.

If any further questions arise concerning the five percent training policy, [] advised the Training Officers to contact [] who will give a decision on individual problems or who will contact either [] in OTR.

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2. Professional Typing Course and Agency Testing for Clericals

25X1 [] announced that the typing course for professional personnel will be offered again on 24 September through 16 November from 7:30 a.m. to 8:15 a.m., daily, for eight weeks. Deadline date for registration for the typing course is 17 September. The course will be given in Quarters I, Room 2702, Wing H, second floor. [] will be the instructor. 25X

The Clerical Refresher courses will resume again in September. The required pretesting for these courses will be given on September 6th. However, if a clerical employee is unable to take the necessary pretesting on this date, arrangements may be made with [] to give the testing during the last week in August. 25X

25X1 Agency testing for clericals is now being done by the Clerical Refresher Staff in Alcott Hall every second Tuesday. The next Agency testing will be given on 28 August. [] may be contacted for further information.

3. Effective Speaking Course and Effective Writing Course

25X1 [] of the Intelligence School announced that there will be two courses offered in September on Effective Writing. The first course will be offered from 25 September to 27 November (each Tuesday) and the second from 27 September to 6 December (each Thursday), from 8:45 to 10:45. [] will be the instructor and each class will be limited to 20. Closing date for registration is 31 August. 25X1

The Effective Speaking course will be offered from 10 September to 17 October for two hours each Monday and Wednesday. This class is designed for those intelligence officers and others who have a responsibility for oral briefings or presentations of intelligence information. The course covers the basic elements of public speaking and provides students with practice in the classroom. 25X



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